

**CLASSIFICATION:** PSYCHOLOGICAL ASSOCIATE II

**Class Code:** 7180-27

**Date Established:** 06-24-94

**Occupational Code:** 7-7-5

**Date of Last Revision:** 01-27-16

**Exempt Status:** Exempt

**BASIC PURPOSE:** To administer psycho-diagnostic evaluations, provide direct clinical treatment and consultation to clients in a state institution or facility and to participate in clinical research and program evaluation. Works under the direction of a licensed Chief Psychologist or designated licensed Psychologist.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Selects and administers psychological tests, including techniques measuring intelligence, cognitive functioning, personality structure and pathology for the purposes of psychodiagnosis, prognosis, planning treatment, and evaluation of progress under the supervision of a licensed psychologist or licensed social worker as indicated by the testing material-established criteria.
- Adapts and modifies techniques of assessment and treatment procedures to fit unique situations as allowed within best-practice standards.
- Supervises trainees in administering, scoring and interpreting tests as assigned under the supervision of a licensed psychologist or licensed social worker as indicated by the testing material-established criteria.
- Attends professional meetings, seminars and workshops on state and national levels.
- Administers psychological tests under the supervision of licensed clinicians as applicable to the testing material; conducts psychotherapy; and conducts professional level seminars.
- Assists in the design and implementation of research projects assisting in the preparation of research reports for publication in area of own special technical knowledge.
- Engages in individual, family and group counseling or psychotherapy using a variety of therapeutic techniques under the supervision of a licensed behavioral health professional.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

**Knowledge:** Requires logical or scientific expertise to resolve problems of a specialized or professional nature in a wide range of applications.

**Impact:** Requires responsibility for achieving major aspects of long-range agency objectives by planning short- and long-term organization goals, reviewing recommendations for procedural changes, and developing or revising program policies. Errors at this level result in incorrect decisions at an administrative level, and are detected subsequent to implementation in an overall evaluation process.

**Supervision:** Requires direct supervision of other employees doing related or similar work, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

**Working Conditions:** Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

**Physical Demands:** Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

**Communication:** Requires reviewing summaries and reports and making management level decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

**Complexity:** Requires formulating the combination of overall job functions in order to address highly diverse or novel situations requiring new concepts and imaginative approaches to a wide range of intellectual and practical problems.

**Independent Action:** Requires independent judgment in planning and evaluating work procedures and in supervising the development of professional, technical and managerial standards under administrative direction and according to broad departmental guidelines.

#### **MINIMUM QUALIFICATIONS:**

**Education:** Master's degree in psychology, mental health counseling, or social work.

**Experience:** Three years of post-Master's experience in clinical psychology or clinical mental health counseling or social work in a clinical or hospital setting supervised by a Masters Level Clinician, Psychologist or Psychiatrist who is New Hampshire state licensed. Any practical clinical work not included in the specific education requirement as outlined above may be counted as experience. For example, practicums, externships, internships, assistantships and clinical service rendered in connection with gathering data for a dissertation may be utilized to fulfill the experience requirement.

#### **SPECIAL REQUIREMENTS:**

1. Prior to appointment, applicants applying for this position must submit an official document attesting to the experience requirement of this classification.
2. The administration of particular tests and diagnostic tools by the Psychological Associate may require specific licensure, certification and/or training which are not covered by the Minimum Qualification requirements above. If this is applicable to the position, the specific tests and tools used, and the requirements for their use, must be listed in the supplemental job description and approved by the Division of Personnel prior to recruitment.

For promotion from Psychological Associate I, in addition to the above, candidates must meet the following requirements:

1. Must receive a satisfactory performance evaluation and be free of any disciplinary action.
2. Must have approval from Residential/Clinical Administrator.
3. Case/Clinical records must all be complete and up to date as determined by the Administrator at the time of the annual performance evaluation.

**RECOMMENDED WORK TRAITS:** Thorough knowledge of the principles and practices of psychology in the care and treatment of mentally ill or developmentally disabled persons and wide knowledge of psychological tests, their application, scoring and interpretation. Skill in communication, consultation, counseling and psychotherapy. Ability to teach and supervise psychology and students. Ability to assist in research, conduct program evaluation and to act as agency representative before various professional and public groups. Ability to establish and maintain harmonious relationships with patients, relatives, employees and the general public. Ability to demonstrate initiative, flexibility and judgment in assessing and utilizing new techniques. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.